

FM8 - Equipment Timesheets

Quick Reference Guide



Logging In

- Open Browser (Internet Explorer)
- Type the following URL in the Address Bar:
 - https://www.edison.tennessee.gov
- Enter your User ID & Password provided from Edison.



Worklist Navigation

- Worklist hyperlink in top right corner of Home Page
- Tasks pagelet

Home|Worklist|Sign out





Need Assistance?

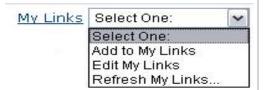
Edison Help Desk 615-741-HELP or 866-376-0104





Favorites – My Links

- Navigate to the page you want as a favorite
- Click the dropdown list to the right of the My Links field
- Select Add to My Links
- Keep or edit the label in the Name field
- Click the Save button
- Access the link from the My Links dropdown list



Equipment Time Sheets in Fleet Focus M5

Entering Data on the Time Sheet

Navigation #1: Asset Management > Unit > Equipment Time Sheet

Steps for Entering Data on the Time Sheet:

- 1. Navigate to the Equipment Time Sheet Frame
- 2. Search for the appropriate unit
- Enter the date, meter readings, and the account to which this usage will be charged.
- 4. Save the record